

Memorandum

To; Deputy Director for Administration
From: Director of Training

Subject: Program Authorization

Authorization is requested for the establishment of a General Intelligence Training Program, to be conducted at the Intelligence Training School.

The program will be conducted as a full time, resident program for selected potential career employees. A permanent faculty of ten, plus two administrative representatives of training will be required to serve a total of fifty students every ninety days. Additional faculty support will be furnished by the one or two day detail of representative members of the regular staffs of the various Offices.

A student T/O of 50 positions, grades 5 through 14 will be required, without limitation on the number of positions which may be filled at any given grade, as that will depend upon the recruitment pattern as it develops.

Details of administration and local housekeeping will be coordinated with the appropriate Administrative Staffs.

Table of Organization requirements for the permanent staff and faculty will be requested through normal channels.

Authority to offer interim employment to individuals selected for the program prior to its inauguration is requested. If any such interim appointments need to be made, the employees will be loaned to such parts of the Agency as may be able to make proper use of them. Such loans will be arranged through the placement facilities of the Personnel Office.

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